SUMMARY:
The Faculty of Graduate Studies, Dean’s Office, administers programs leading to doctoral and master’s degrees. Unlike any other Faculty, the Faculty of Graduate Studies administers policies and procedures across all faculties, currently over 150 graduate programs in 45 academic units.

The Faculty of Graduate Studies has over 800 regular faculty members who teach graduate level courses, who supervise graduate students and who are members of graduate student committees. Part of the administration involves the management and assignment of $7,000,000 in UVic funded graduate scholarships, and the equivalent or more in external graduate scholarships. The scholarship unit advises students, staff and faculty on all matters of eligibility, application and awarding of UVic and external scholarships, including federal research council scholarships and work closely with graduate advisors and graduate secretaries from the academic units to ensure graduate scholarship funding is awarded according to the various guidelines.

The Graduate Scholarship Clerk supports two PEA Scholarship Officers; assists with aspects of major federal external scholarship competitions; administers the Graduate Student Travel Grant Program, the NSERC IPS Scholarship, and the Distance Travel Grant program; advises students, staff and faculty on policies and procedures for travel grants; verifies and/or calculates GPA and confirms other eligibility requirements for UVic donor based scholarships, and master’s level federal council scholarships; enters scholarships and awards into Banner including payment details; and, other duties as required.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Administration of Student Travel & Distance Travel Grant Program 40%

   Duties:
   • Advertise program on FGS website
   • Receive and review applications from students and answer all related inquiries
   • Determine when it is appropriate to allow an exception or to exempt an applicant from one or more eligibility requirements, Process claims and determine when to extend a deadline or revise the grant value
- Inform applicants of the outcome of their application, either approved, waitlisted or declined
- Maintain travel grants commitments, and reassign unclaimed funds
- Analyze budgets for patterns and themes and prepare annual summary reports and budget reports
- Receive travel grant claims and review to ensure that claimed expenses are legitimate
- Suggest changes to travel grant policies if/when changes in patterns of usage repeat, or in response to other practices/policies i.e. travel accounting process etc
- Forward approved travel claims to Accounting

### 2. Responsibility: Administrative Support Scholarship Officers – 15%
**Duties:**
- Respond to telephone, email and in person to inquiries
- Prepare a variety of correspondence including letters, memos, report, spreadsheets and meeting minutes
- Organize room bookings and catering orders for meetings
- Maintain multiple files in accordance with records management guidelines
- Backfill for PEA scholarships officer during absence

### 3. Responsibility: Assist with Major Federal Scholarship Competitions 25%
**Duties:**
- Final check to ensure applications are complete and ready for reviewers
- Prepare high volume of external scholarship applications to post on SharePoint websites
- Create and maintain 15 competition-specific SharePoint sites
- Assign SharePoint permissions for faculty members and provide assistance with SharePoint
- Respond to enquiries regarding external award procedures and eligibility guidelines
- Ensure finalist applications are delivered on time
- Calculation of UVic grade point averages as required

### 4. Responsibility: UVic Donor Scholarship Administration 40%
**Duties:**
- Check donor scholarship nominations for eligibility requirements
- Contact nominees to advise them of changes they must make to remain eligible for the nomination
- Maintain categorized award nomination lists for final approval by the Graduate Award Committee
- Prepare journal vouchers to reimburse/receive funds to/from undergraduate scholarship fund for awards
- Create newly approved donor scholarship records in Banner
- Maintain the Faculty of Graduate Studies Finance/scholarships section of the FGS website using Cascade
- Create paper files for each new scholarship with unique Banner Aid Fund Code recorded
- Copy donor scholarships forward to next aid fund years
- Maintain annual donation ledger to ensure the scholarship payment is correct and that donations are received on time
- Inform the senior scholarship officer and the development office of status of donations received and the need to follow up with a donor for payment

### 5. Responsibility: Administer the NSERC Industrial Post-Graduate Scholarships (IPS) - 15%
**Duties:**
- Respond to all inquiries regarding the NSERC IPS scholarship
• Receive and review NSERC IPS progress reports for and notify student of any missing or incorrect sections; continue to coordinate with them until the progress report is complete
• Contact NSERC program officer to discuss unique or exceptional situations
• Forward all complete progress reports to NSERC Program Officers
• Invoice industry sponsor and arrange payment of scholarship to student and send formal awards notice
• Maintain database of active NSERC IPS Scholarships, sponsor payment receipt, scholarship start and end date, due dates of progress reports
• Coordinate NSERC IPS progress reports, notify students when reports are due to FGS for review
• Place a hold on all future scholarship payments until progress report is approved
• At the end of the scholarship remind student to complete the NSERC Exit Survey
• Ensure UVIC received money to cover all approved NSERC IPS scholarships; follow up with NSERC if funds have not been received

6. Responsibility: Payment of Graduate Scholarships – 25%

Duties:
• Enter UVic and external scholarships into Banner for payment
• Determine the appropriate payment schedule based on the scholarship amount and guidelines
• Set up payment disbursement Prepare and send scholarships notices to recipients

REQUIRED QUALIFICATIONS:

• Good judgement and ability to work independently, take initiative to make decisions within prescribed program/award guidelines
• Maintain focus, attention to detail and accuracy in spite of multiple and regular interruptions
• Ability to correctly interpret and apply/explain policy and procedure guidelines
• Ability to prioritize and re-prioritize varied tasks in order to meet deadlines
• Create and maintain bring forward and/or other systems to manage workload and deadlines
• Ability to set up and manage spreadsheets for allocating and tracking funds
• Excellent interpersonal and communication skills
• Able to apply tact and discretion when interacting with all clients, and to hold confidential personal, financial and academic details about individuals
• Ability and willingness to take direction and work collaboratively

Specialized Knowledge/Education:
• University systems and processes (FAST, Cascade, Connect, Banner)
• Familiarity with scholarships; preferably UVic funded awards, UVic donor awards and federal research council awards

Experience:

• 3 - 5 year’s experience in an administrative support role with multiple tasks and responsibilities in a professional office
• Experience working in a university setting with multi-cultural and international students, staff and faculty
• Computer experience on a full range of Microsoft products (Outlook, Excel, Word etc.) as well as website maintenance, including experience learning and adapting to new software and systems
- Experience administering, tracking and reporting on program funds
- Experience drafting original correspondence and reviewing/proof reading written material

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